



Department of Administration
Division of Public Works
Facilities Services



**Capitol Mall Parking
Application for Employee
Handicap Parking Space**

Section 1: Eligibility and Requirements

- 1) Capitol Mall Employees (as defined in IDAPA 38.04.04, <http://adm.idaho.gov/adminrules/rules/idapa38/0404.pdf>) with a physical disability may apply for a reserved parking space in a Capitol Mall parking area.
- 2) Reserved handicap parking spaces are available at the basic monthly fee, presently \$5. If you do NOT currently have a parking deduction in place, you must pay the basic fee for every month you will need the space.
- 3) You must submit a statement from a physician stating the **duration** and **extent** of the disability, or proof of a handicap parking placard or license plate from the Idaho Department of Transportation.
 - a. "Duration" must be specific, & may take the form of a period of time (i.e. "3 months"), or as an end date.
 - b. "Extent" does **not** require a description of the disability; your physician can simply assert that it is their professional medical opinion that you need a reserved parking space.

Section 2: Application - FILL OUT ALL FIELDS

Everything is required. If you skip anything, it may delay processing of your request.

Name (PLEASE PRINT): _____

Phone Number: _____ Email: _____

Agency Name: (do not use fiscal code): _____

Division and/or Bureau (if applicable): _____

Location (building and office): _____

When you will need the space (it generally takes about 4 business days to set up) _____

How long you need the space (must be supported by attached physician statement): _____

Do you presently have a parking deduction?

☐ Yes

☐ No – Include payment (\$5 per month) for the time period you need the space

Section 3: Submitting Application

Attach your documentation (as per item #3 in Section 1 above) and payment (if required, refer to above) to this completed form and sent BOTH via one of the forms indicated below. DO NOT send this document without proper documentation or payment. When your form has been received, it will be reviewed for completeness, and a space will be set up for you. You will be contacted as soon as the space is ready, usually within 2 business days.

**If you have any questions, please contact Capitol Mall Parking at
parking@adm.idaho.gov or call (208) 332-1949**

Submit form:

- **By Postal Mail:** Capitol Mall Parking, Security Services, 550 W State St., Boise, ID 83702
- **By Statehouse Mail:** Address to "Capitol Mall Parking"
- **By Fax (only if you don't need to include payment):** (208) 334-3818